

STUDY GUIDE FOR SECURITY GUARDS

QUALIFYING PRINCIPAL AND CERTIFIED TRAINER EXAMINATION

Knowledge of the following topics will be tested in this examination:

I. State Private Security Guard Licensing

Law: Chapter 18.170 RCW

- A. Definitions
- B. Licensing requirements – guards, armed guards, companies
- C. Application procedures – guards, armed guards, companies
- D. Exemptions
- E. Licenses
- F. Insurance requirements
- G. Temporary registration
- H. Preassignment training/testing
- I. Governmental subdivision business taxes/fees
- J. License reciprocity
- K. Temporary in-state, out-of-state assignments
- L. Director's authority
- M. Prohibited acts
- N. Complaints/charges; hearings; orders
- O. Penalties

II. Chapter 308-18 WAC

- A. Part A: General
 - 1. Authority
 - 2. Organization
 - 3. Definitions
- B. Part B: Licensing application fees
 - 1. Company applications – conditions
 - 2. Branch Office notification – conditions
 - 3. Private security guard applications – conditions
 - 4. Armed private security guard applications – conditions
 - 5. Reciprocity – conditions
 - 6. Temporary registration card
 - 7. Comments by Chief Law Enforcement Officers and employers
 - 8. Fees
 - 9. Expiration, renewal of licenses
 - 10. Guard, armed guard termination of services
 - 11. Inactive license

C. Part C: Office requirements and Licensee's responsibilities

- 1. Office identification
- 2. Filing of licenses
- 3. Change of office location
- 4. Licensee's responsibilities
- 5. Complaint notification
- 6. Required records

D. Part D: Preassignment Training and Examination requirements

- 1. Minimum training and testing requirements
- 2. Private security guard company principal examination
- 3. Certification of preassignment training trainers

III. Private Security Guard preassignment training topics

A. Basic security

- 1. Role of security officer
- 2. Typical assignments and tasks
- 3. Observation
- 4. Patrol

B. Legal Powers and Limitations

- 1. Citizen's arrest
- 2. Authority to detain, question or search a private citizen
- 3. Authority to search or seize private property
- 4. Use of force
- 5. Relationship with law enforcement
- 6. Avoiding liability

C. Emergency Response

- 1. How to contact police, fire and medical response services
- 2. How to define what is or is not an emergency
- 3. Response to fires
- 4. Response to medical emergencies
- 5. Response to criminal acts
- 6. Bomb threats
- 7. Assisting emergency personnel

D. Safety and accident prevention

1. Observation and reporting of unsafe conditions
2. Accident hazards
3. Fire hazards
4. Hazardous materials
5. Safety rules and regulations
6. Accident reporting

E. Report writing

1. Why write a report
2. Elements of a report
3. Proper times, names and location descriptions
4. Giving physical descriptions
5. Fact vs. opinion or assumption
6. Penmanship
7. Changes to reports
8. Reports as legal documents

F. Public relations

1. Public relations skills
2. Principles of good communication
3. Proper telephone procedure
4. Listening
5. Avoiding confrontation
6. Dealing with the media

IV. General Security Management

- A. Liability issues
- B. Employee discipline
- C. Sexual harassment, discrimination issues
- D. Worksite health and safety issues
- E. Training methods
- F. Work rules and regulations
- G. Crime causation